



National Aeronautics and
Space Administration

John C. Stennis Space Center

Stennis Space Center, MS

39529-6000

SPR 5200.1 Rev. F
September 2008

COMPLIANCE IS MANDATORY

John C. Stennis Space Center
Reserve / Neutral Gate Procedures

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Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
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F	4/03/08	Tim Pierce/x81630	Complete revalidation due to expiration and revision to meet Directives management requirements.

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PREFACE

P.1 PURPOSE

a. This Stennis Procedural Requirements (SPR) provides the requirements for establishing and operating reserve and neutral gates in order to permit the continued performance of work vital to NASA and other government agencies and organizations resident at the Stennis Space Center (SSC) during periods in which labor-management disputes or impasses result in picketing at SSC.

b. This SPR will be made available to all government agencies and contractors at SSC. Copies will also be made available to representatives of unions who represent persons employed at SSC. This SPR supplements and implements the requirements of NPR 5200.1, Industrial Labor Relations Manual, and provides specific instruction for SSC.

P.2 APPLICABILITY

a. This SPR is applicable to NASA/SSC personnel.

b. This SPR is applicable to SSC contractors, subcontractors, resident agencies, and tenants to the extent specified in their respective contracts or agreements.

c. This SPR is applicable to all resident agencies, all tenants, all contractors or subcontractors, or other persons entering or exiting SSC to the extent they may be involved with or impacted by labor management disputes and/or picketing activities.

d. Within this directive, requirements for which compliance is mandatory are identified by the word *shall*. However, contextual information is included to aid in understanding of the requirements. Information necessary to support and implement the objectives of this directive is contained in appendixes to this directive.

P.3 AUTHORITY

a. 42 U.S.C 2473 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.

b. NPR 5100.4B, Federal Acquisition Regulation Supplement (NASA/FAR Supplement) [48 CFR 1800-1899].

c. NPR 5200.1, Industrial Relations Manual.

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P.4 APPLICABLE DOCUMENTS

All references are assumed to be the latest version unless otherwise specified.

None

P.5 MEASUREMENT/VERIFICATION

Verification and measurement for compliance to this directive will be tracked through:

Compliance with the requirements contained in this document will be verified through observations and self assessments.

P.6 CANCELLATION

SPR 5200.1E, dated October 27, 2004

Signature on file

Robert D. Cabana
Director

DISTRIBUTION

Approved for public release via NODIS and TechDoc; distribution unlimited.

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CHAPTER 1. INITIATION OF ACTIONS IN RESPONSE TO SSC LABOR DISPUTES

1.1 Practice

- a. It is NASA procedure to maintain and encourage the best possible relations with industry and labor in order that the Government may procure needed supplies and services without delay.
- b. NASA officials shall remain impartial in, and refrain from taking a position on the merits of, a dispute between labor and private management and will not undertake the conciliation, mediation, or arbitration of a labor dispute.
- c. NASA shall, however, take any action that may be required under certain circumstances to protect the Government's interest and to prevent, where possible, interruptions in important activities and schedules. At SSC, this includes appropriate action to assure access to SSC by government employees and by employees of private contractors, subcontractors, their suppliers and materialperson who are not directly involved in a labor-management dispute, impasse or other problems which result, or may result, in picketing at SSC.

1.2 Reserve/Neutral Gate Implementation

- a. The Reserve/Neutral Gate procedures shall be implemented upon the determination by the NASA/SSC labor relations officer, or his/her alternate. The primary purpose is to reduce the impact of improper or illegal picketing on the overall, neutral operations and activities of and at SSC. The uninterrupted performance of vital government operations connected with this Nation's space program, including rocket propulsion testing, and national security, such as activities of the U.S. Navy, as well as the programs of numerous other federal departments and agencies, is deemed paramount.
- b. The Reserve/Neutral Gate procedures, implemented according to the procedures outlined in this SPR, should allow unions, and others, to properly petition or appeal to the parties directly involved in a dispute without inducing sympathetic boycotts of, or by neutral employers or employees who are not involved therein, or otherwise impairing the latter to continue in and with their vital work.

1.3 Decisions on the Limitations to Picketing

- a. Decisions of the National Labor Relations Board and the Courts provide that, at locations where more than one employer works in a common area such as SSC, picketing should be conducted so as to avoid any impact on neutral employers not involved in the dispute.
- b. These decisions support the position that such picketing shall:
 1. Be limited to times when the location of the dispute is located within a common area;

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2. Be limited to times when the employer with whom the union has the dispute is engaged in normal business operations;
3. Be limited to places reasonably close to the location where the disputed work is going on;
and
4. Disclose clearly which employer the dispute is with.

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CHAPTER 2. GENERAL RESERVE / NEUTRAL GATE PROCEDURES

2.1 Neutrality

The NASA/SSC role in contractor labor-management disputes shall be one of "neutrality." Nevertheless, it is essential that NASA/SSC maintain a certain awareness of the labor-management relationships at SSC in order to be able to assess the seriousness of a potential or actual labor dispute. During periods of collective bargaining agreement negotiations, it is especially important to be aware of the status of such negotiations, since an impasse could result in work stoppages that could adversely affect SSC.

2.2 Points of Contact

- a. The NASA/SSC labor relations officer is the official point of contact for receipt of information relating to labor relations at SSC. This official shall assure that other appropriate officials are kept informed.
- b. Information that a strike and/or picketing is imminent or in progress may come from any source. Confirmation shall immediately be solicited from three primary sources: (1) from representatives of affected contractors, (2) from representatives of the union involved in the dispute, and (3) from the SSC security guards at the north and south gates. The Checklist set forth in Attachment A may be used to record such information.
- c. When NASA/SSC is notified that a strike and/or picketing is imminent or is in progress, those offices designated on Attachment B shall be notified.
- d. The NASA/SSC labor relations officer, or his/her alternate, shall determine whether it is appropriate to implement the Reserve/Neutral Gate procedures set forth herein.
- e. The labor relations officer shall advise the SSC security force to implement the Reserve / Neutral Gate procedures.

2.3 Reserve / Neutral Gate Procedures

- a. If the NASA/SSC labor relations officer determines that the Reserve/Neutral Gate procedures should be instituted, he/she shall initially notify the applicable union(s) and contractor(s) verbally of the designated gates to be used by all employees, officials, representatives and suppliers or materialperson of the contractor(s) involved in the labor dispute and to which picketing, demonstrating and/or other overt activity in connection with the dispute must be confined.
- b. As soon as possible thereafter, written notification shall be provided by the labor relations officer as per the sample letter in Attachment C.

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c. The notification letter shall include copies of Maps 1 through 6 (Attachment D) and Sign Examples 1 through 8 (Attachment E), if not previously provided.

2.3.1 Posting of Neutral Gate Signs

a. When the NASA/SSC labor relations officer institutes the Reserve/Neutral Gate procedures, the appropriate reserve and neutral gate signs shall immediately be posted by the FOOSC. Regional and SSC Vicinity Maps (Maps D-1 and D-2) and detailed maps (Maps D-3 through D-6) in Appendix D establish the location of the reserve and neutral gate signs.

b. The NASA/SSC labor relations officer shall furnish the name of the contractor with whom the union has the dispute.

c. The signs posted shall conform strictly to those examples set forth herein (see Attachment E). The name thereon may be hand-lettered until such time as it is practicable for the name to be more permanently affixed.

2.3.2 Traffic Control

a. The necessary traffic cones and traffic control devices shall be put into place by the SSC security guard force to assist in the safe flow of traffic and to assure enforcement of the reserve/neutral gates by checking the badges of all who seek to enter or leave SSC or any specific area within SSC as appropriate.

b. Sufficient guards shall be posted to assure that an adequate flow of traffic can be safely maintained with a detailed check of each person's badge.

c. The security guard(s) shall determine, from the information on the badge, the identity of each person's employer.

d. If a party identifies itself as a supplier or materialperson to a contractor or subcontractor, the guard(s) shall ascertain to which contractor or subcontractor the supplies or materials are to be delivered.

e. The security guard(s) shall direct the officers, employees, representatives and suppliers or materialperson of the contractor(s) with whom the union(s) has (have) the dispute to enter and exit by the reserve gate(s) and direct all other persons to enter and exit through the neutral gate(s).

f. Persons who refuse to utilize the appropriate gate(s) shall not be permitted to enter or re-enter SSC. Severe disciplinary action may also be dictated by the employer thereof.

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g. The contractor(s) shall advise in writing, if possible, all of its employees, officials, representatives and suppliers or materialperson of these procedures, informing them that they must use the designated gate(s) during any labor dispute.

h. There shall be no exceptions concerning either entering or leaving SSC for these personnel.

2.3.3 Continuation of Procedures

Once it has been instituted, the Reserve/Neutral Gate procedures shall continue in full force and effect, even if there are no pickets present, except as otherwise directed by the SSC labor relations officer.

2.3.4 Temporary Waiver of Procedures

a. Occasionally, pickets may be temporarily withdrawn; in such cases, the security guard force shall notify the NASA/SSC labor relations officer of such actions.

b. The NASA/SSC labor relations officer may waive the Reserve/Neutral Gate procedures during periods when no pickets are present. During such temporary periods, all signs shall be covered.

c. The security guards shall follow normal entrance and exit procedures during waiver periods.

d. In the event the Reserve/Neutral Gate procedures have been temporarily waived and the pickets should reappear, the security guard force shall immediately remove the covers from the signs and reinstate the Reserve/Neutral Gate procedures.

e. The reinstatement procedures shall be accomplished as rapidly as practicable, and no additional approval of the NASA/SSC labor relations officer is required.

2.3.5 Termination of Procedures

a. The NASA/SSC labor relations officer shall determine when it is appropriate to terminate the Reserve/Neutral Gate procedures. This will normally occur upon resolution of the labor dispute that caused the picketing.

b. The NASA/SSC labor relations officer shall so advise the appropriate officials.

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CHAPTER 3. RESERVE/NEUTRAL GATE PROCEDURES AT MAIN SSC GATES

3.1 North and South Gates

- a. The established north and south gates of SSC shall serve as the neutral gates.
- b. Any and all other gates into SSC shall be closed to entry and egress during disputes.
- c. Security guards stationed outside the north and south gates of SSC shall stop all traffic entering or leaving SSC and divert all officers, employees, representatives, and suppliers (or materialperson) of the company with whom there is a dispute through the reserve gates.

3.2 Locations

The locations of reserve gates, pertinent signs thereof, traffic cones and security guards, as well as recommended picket locations, are shown on Map D-5 for the south gate and Map D-6 for the north gate.

3.3 Implementation

The Reserve/Neutral Gate procedures shall be implemented at the reserve gate locations in the event that the site(s) of work of the contractor(s) with whom there is a dispute is (are) within the confines of SSC or as the NASA/SSC labor relations officer otherwise determines.

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ATTACHMENT A – CHECKLIST

UPON RECEIVING NOTICE OF STRIKE/PICKETING:

1. NASA/SSC LABOR RELATIONS OFFICER RECEIPT NOTICE OF PICKETING

(ACTUAL OR POTENTIAL) Date: _____ Time: _____

2. ADVISE CONTRACTOR(S) Date: _____ Time: _____

3. ADVISE SSC SECURITY OF INSTRUCTIONS Date: _____ Time: _____

4. RESERVE/NEUTRAL GATE IMPLEMENTATION Date: _____ Time: _____

5. SSC VERBAL ADVICE TO UNION OF IMPLEMENTATION OF RESERVE/NEUTRAL GATES
Date: _____ Time: _____

6. SSC VERBAL ADVICE TO COMPANY OF IMPLEMENTATION OF RESERVE/NEUTRAL GATES
Date: _____ Time: _____

7. ADVISE SSC MANAGEMENT Date: _____ Time: _____

8. ADVISE PROCUREMENT OFFICER Date: _____ Time: _____

9. SEND FAX OR LETTER TO UNION ADVISING OF RESERVE/NEUTRAL GATES
Date: _____ Time: _____

10. SEND FAX OR LETTER TO COMPANY ADVISING OF RESERVE/NEUTRAL GATES
Date: _____ Time: _____

11. ADVISE NASA HEADQUARTERS INDUSTRIAL RELATIONS OFFICE
Date: _____ Time: _____

12. UNION COMPLYING (NOT COMPLYING) WITH Date: _____ Time: _____

13. IMPACT ASSESSMENT MADE Date: _____ Time: _____

14. CONTINGENCY PLAN DEVELOPED Date: _____ Time: _____

15. ADVISE REGIONAL ATTORNEY FOR THE NLRB, IF REQUIRED
Date: _____ Time: _____

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ATTACHMENT B – CALL LIST

Office:

-

To be notified immediately by SSC Security Force Duty Officer:

NASA/SSC Labor Relations Officer or Alternate
NASA/Security Officer
NASA/SSC Center Operations
NASA/SSC FOSC Project Manager
NASA/SSC FOSC Institutional Services
NASA/SSC FOSC H.R. Manager
NASA/MSFC Shuttle Resident Project Office
Mississippi Army Ammunition Plant (MSAAP) Facilities Manager

To be notified prior to start of business day by SSC Security Officer:

NASA/SSC Director
NASA/SSC Deputy Director

To be notified by SSC labor relations officer, or alternate at earliest business opportunity:

NASA Contractor Industrial Relations Acting Director
NASA/SSC Chief Counsel
NASA/SSC Procurement Officer
NASA/SSC Safety Manager
NASA/SSC Public Affairs Officer
MSAAP Commander's Representative
CNMOC Chief of Staff
Naval Oceanographic Office
Other SSC Residents

Office:

Director Naval Research Laboratory Detachment
NASA Shared Services Center

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ATTACHMENT C – NOTICE

(UNION)

(DATE)

(CONTRACTOR)

Subject: Reserve/Neutral Gate Notice

Gentlemen:

The National Aeronautics and Space Administration has been informed that a serious labor dispute exists or is impending which may affect, or is affecting, the continuity of essential operations at the John C. Stennis Space Center (SSC).

In order to protect the interests of the United States, the following procedures are being immediately instituted or have already been made effective for the duration of any strike and/or picketing activity that may result from that dispute.

Immediately, upon the appearance of pickets, the separate (reserve/neutral) gate procedure provided for in Stennis Procedural Requirements (SPR) 5200.1, a copy of which has been previously provided you, will be implemented automatically and will remain in effect for the duration of such activity or until otherwise removed by official action in accordance with the aforesaid SPR.

All employees, officials, representatives and suppliers or material person of the referenced organization(s) with which there is a dispute shall be restricted to the use of the gate(s) identified as reserved gate(s) at the location(s) provided for in the aforesaid SPR.

Security measures have been taken to ensure access and egress only through the designated gate(s) and shall be rigidly enforced; therefore, any picketing, demonstrating, or other overt activity in connection with this dispute should be confined to said reserved gate(s). All such activity at any other point of entry or exit is prohibited.

This action, taken in accordance with decisions of the National Labor Relations Board and the Courts, is considered necessary in order to assure the uninterrupted and continued performance of vital activities in connection with this Nation's space program, national security, and the programs of other federal agencies resident at SSC.

It is trusted that all parties involved in this matter will cooperate fully herein. If you have any questions regarding these procedures, you may call me at 228/688-1630.

Sincerely,

SSC Labor Relations Officer

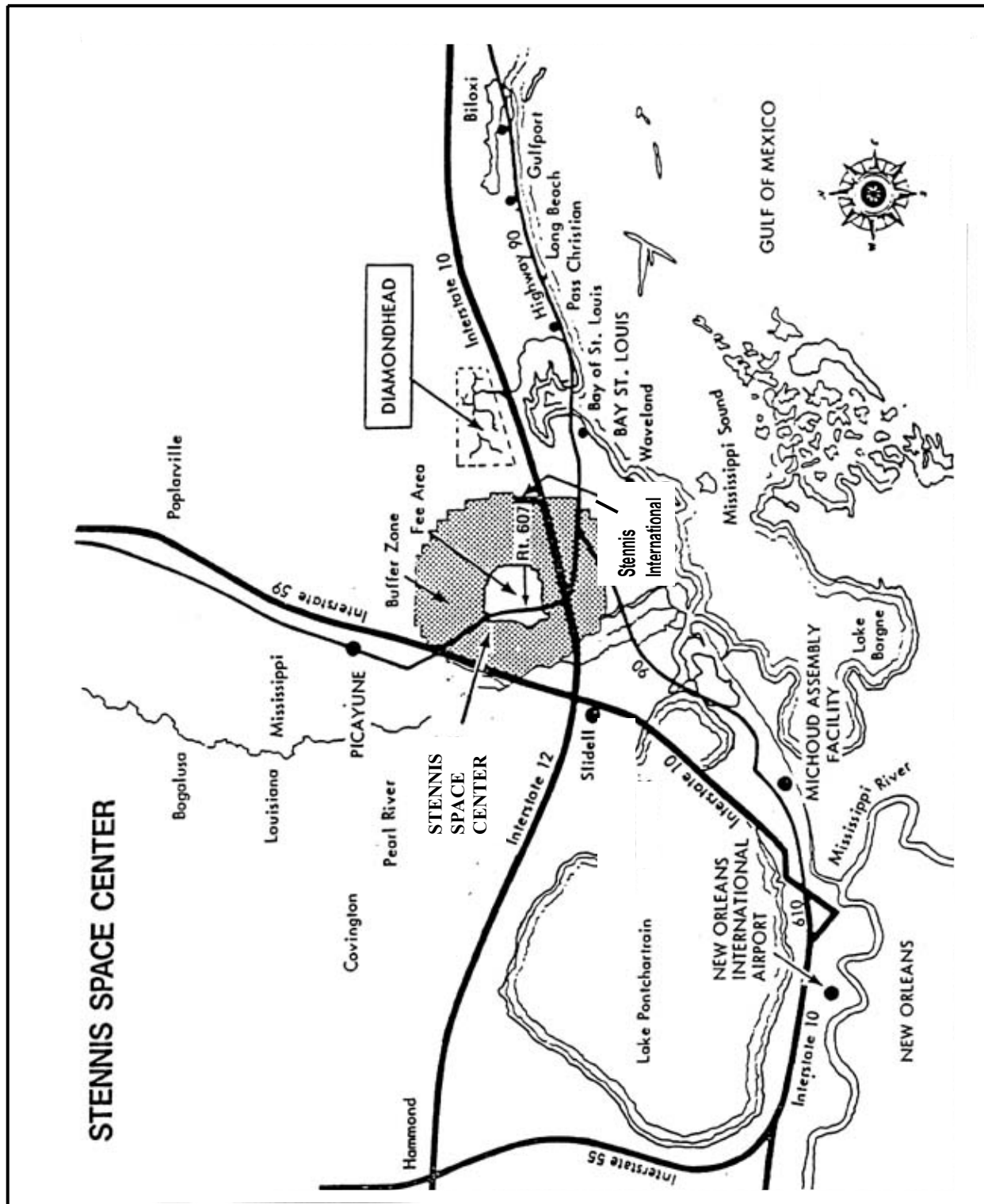
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ATTACHMENT D – MAPS

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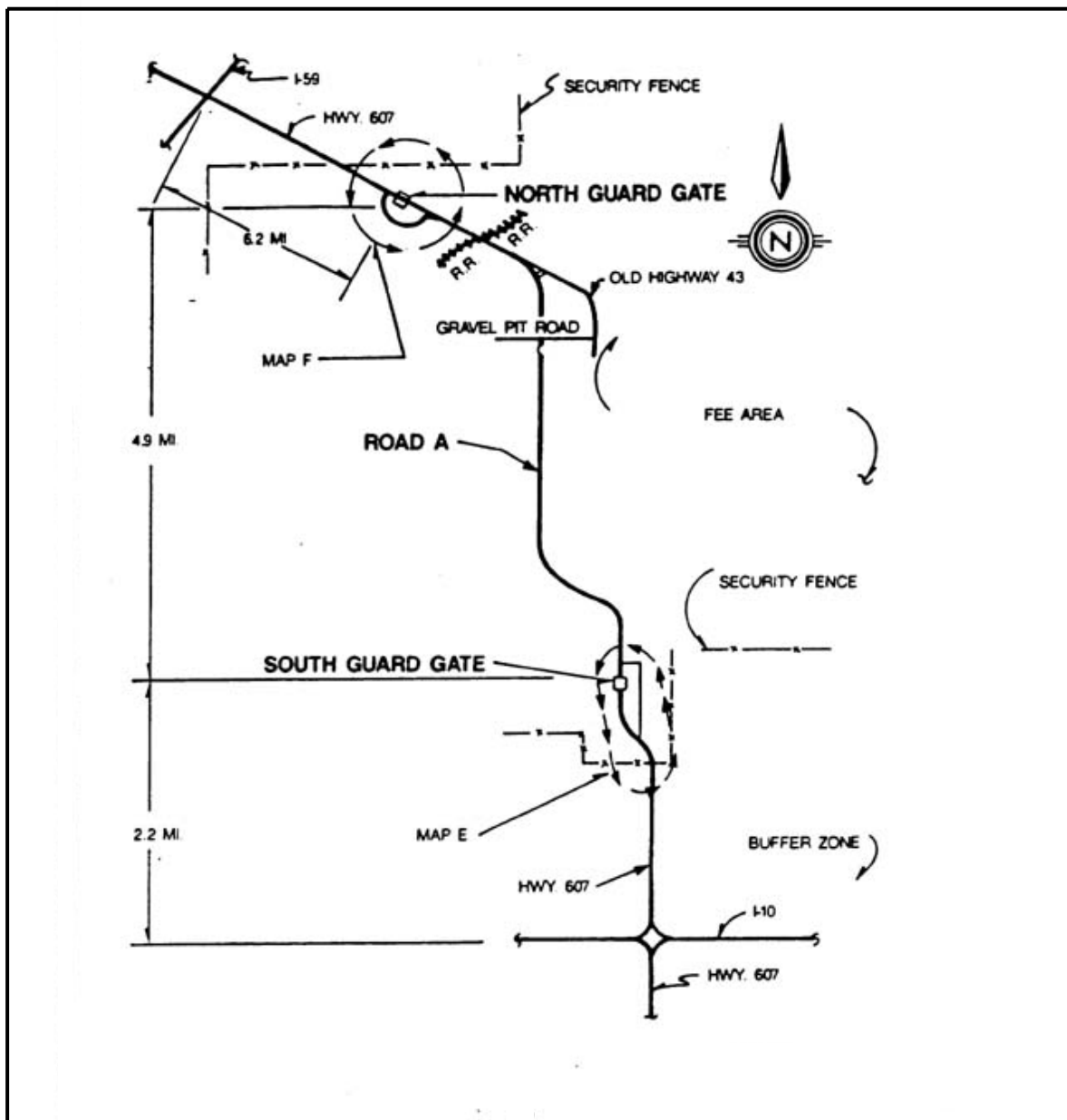
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D-1. Location of Stennis Space Center



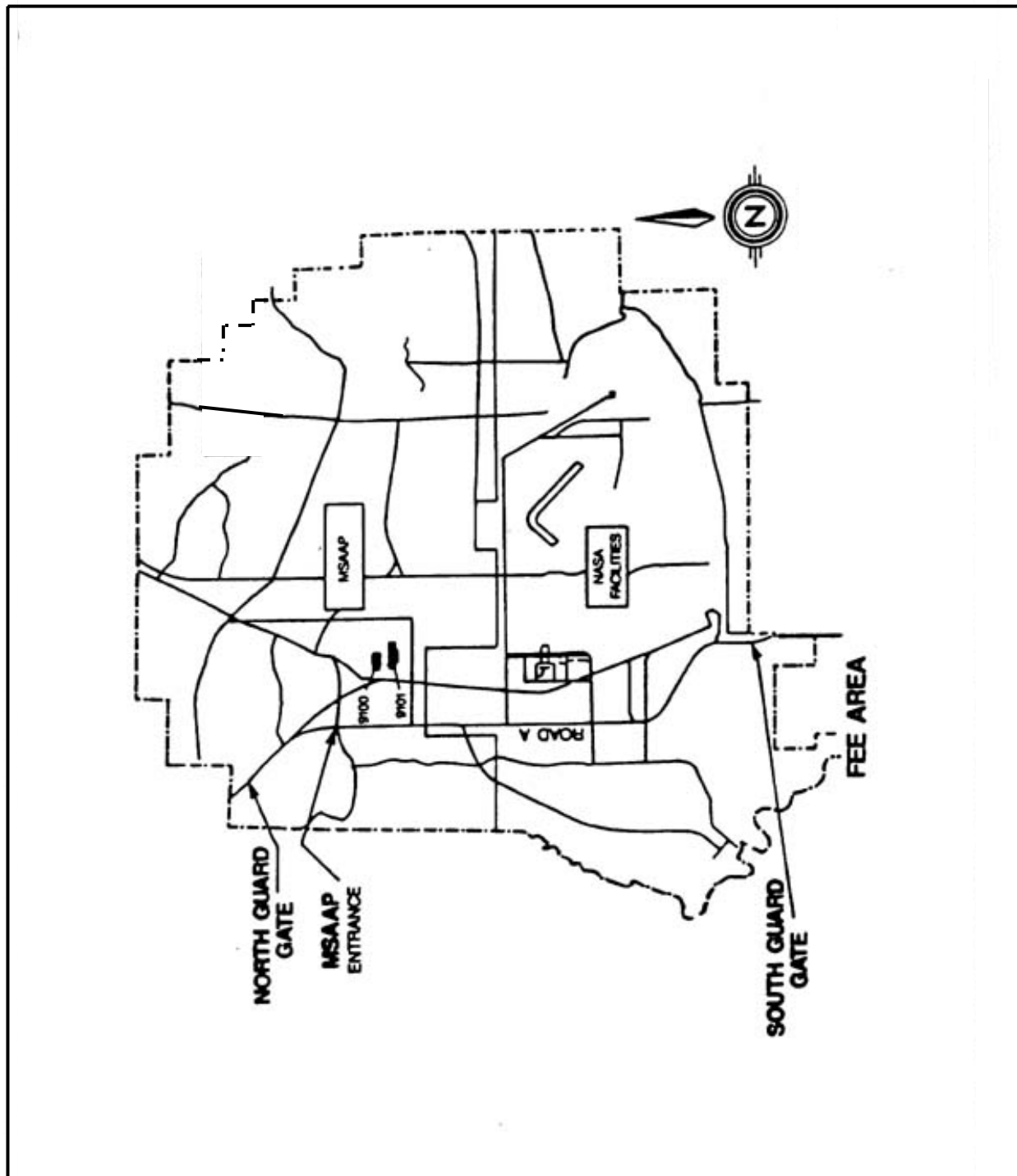
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D-3. North and South Guard Gates



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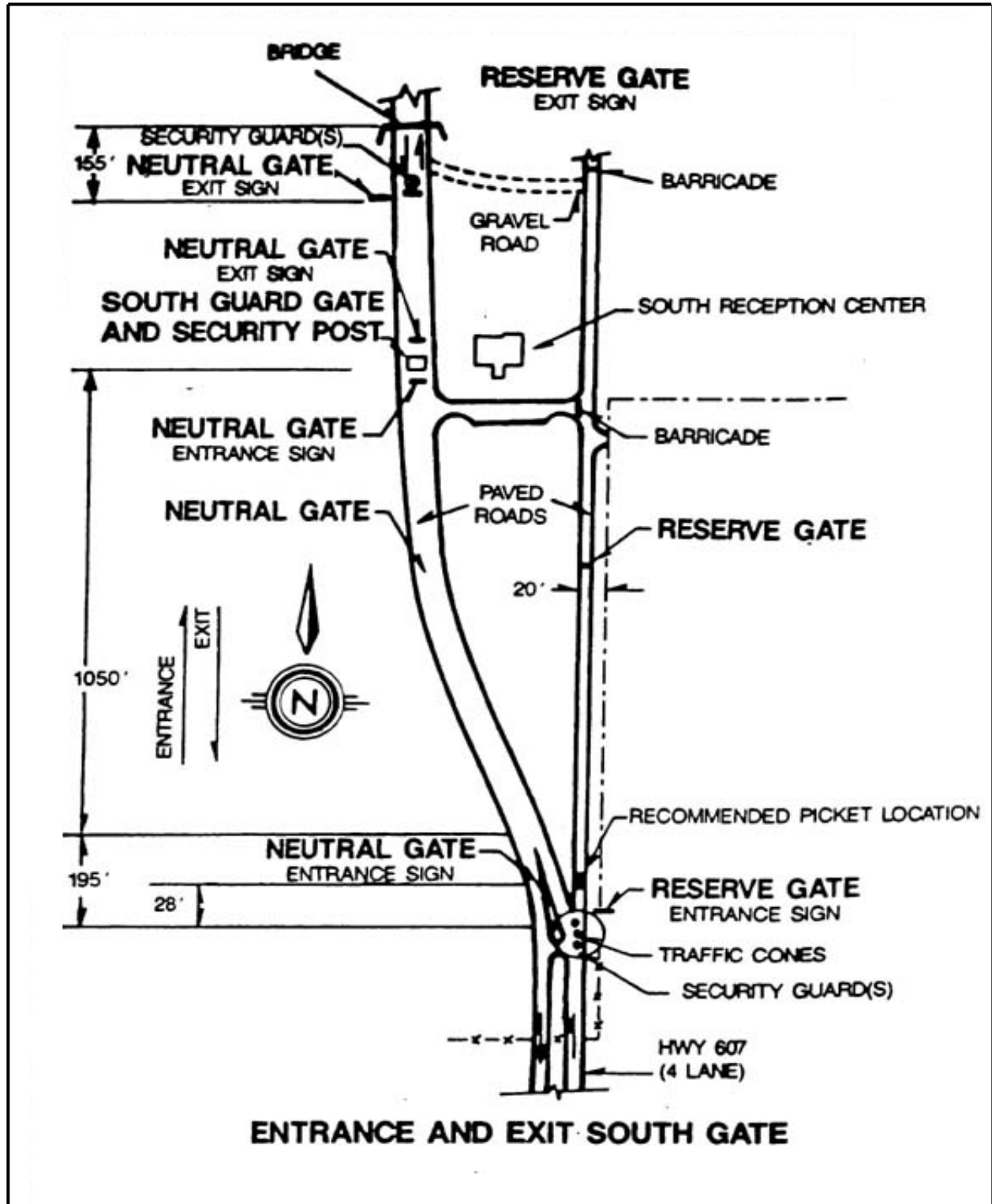
D-4. Fee Area and Entrances



Responsible Office: BA00/Office of Chief Financial Officer

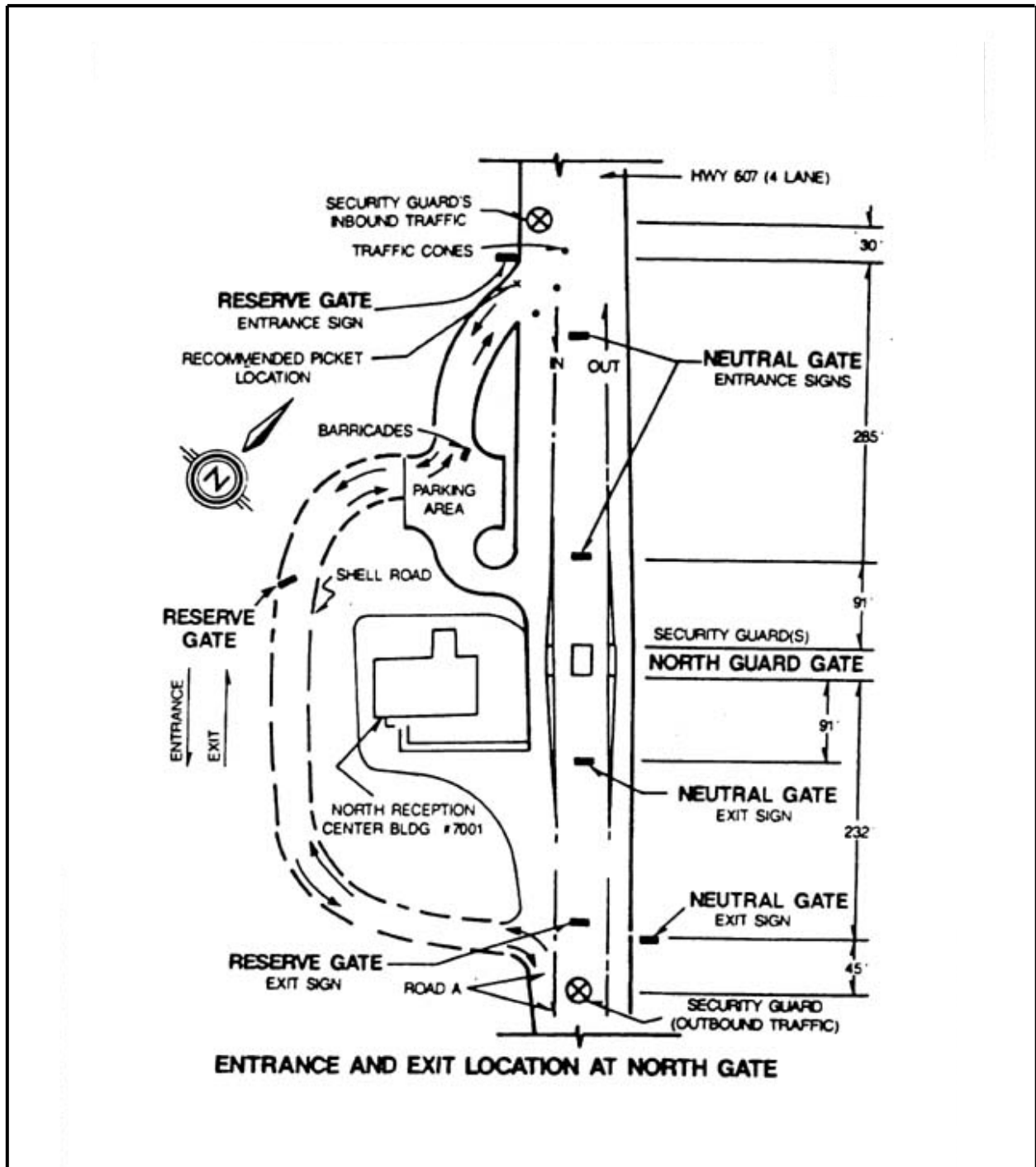
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D-5. Entrance and Exit South Gate



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D-6. Entrance and Exit North Gate



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ATTACHMENT E – SIGNS

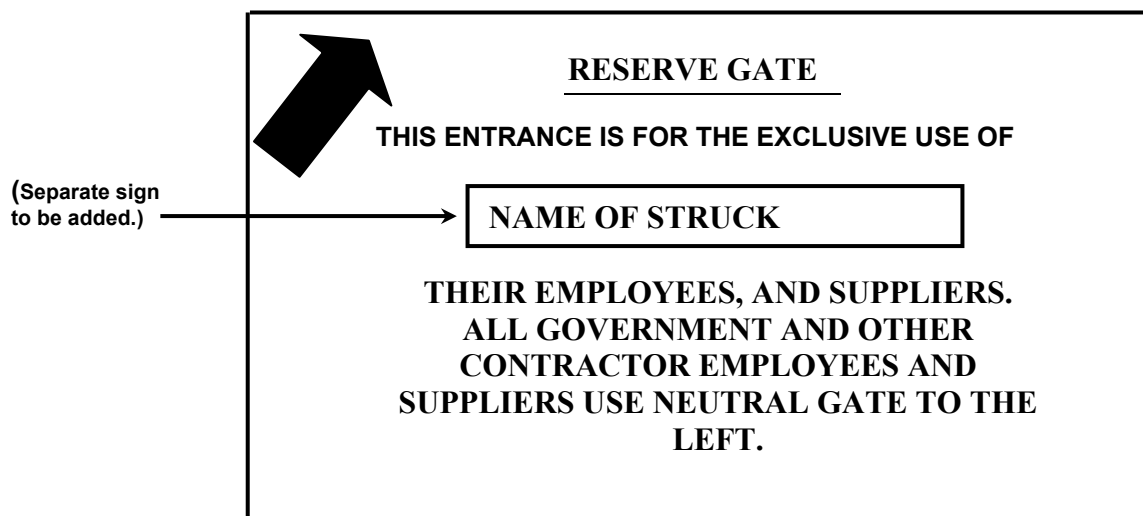
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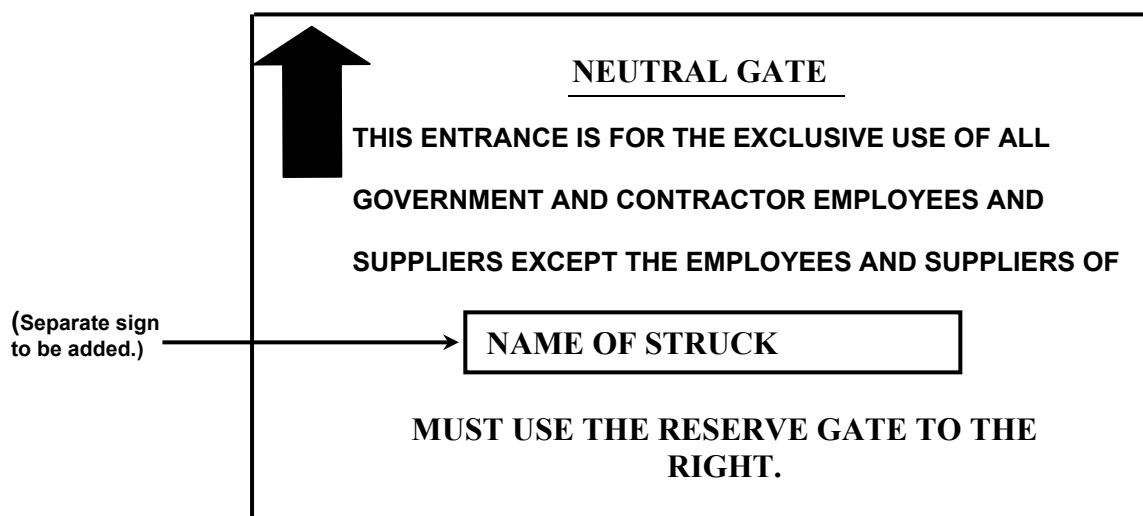
ATTACHMENT E – SIGN EXAMPLES

E-1. Reserve Gate Entrance Sign

E-2. Neutral Gate Entrance Sign



Reserve Gate Entrance Sign

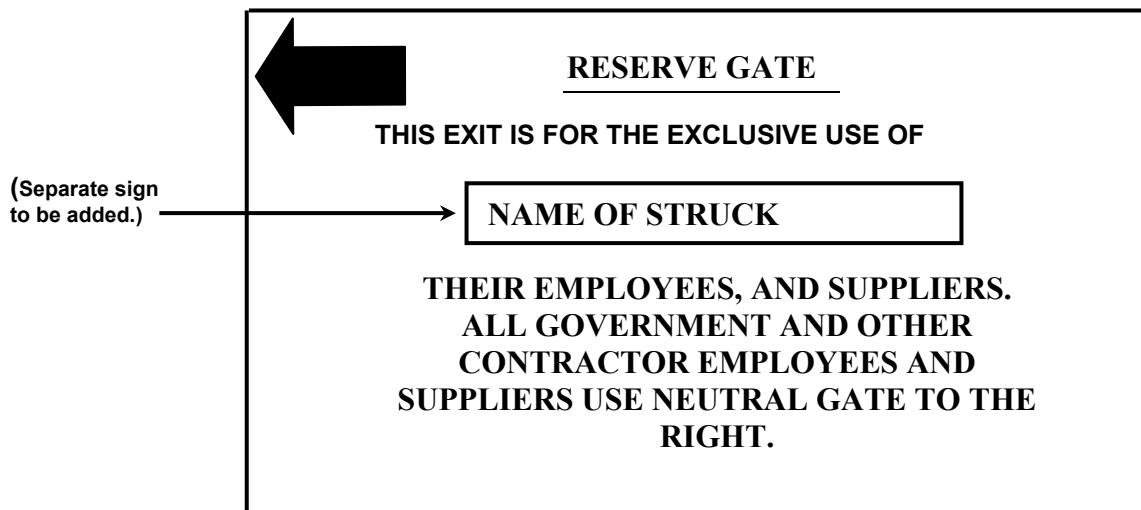


Neutral Gate Entrance Sign

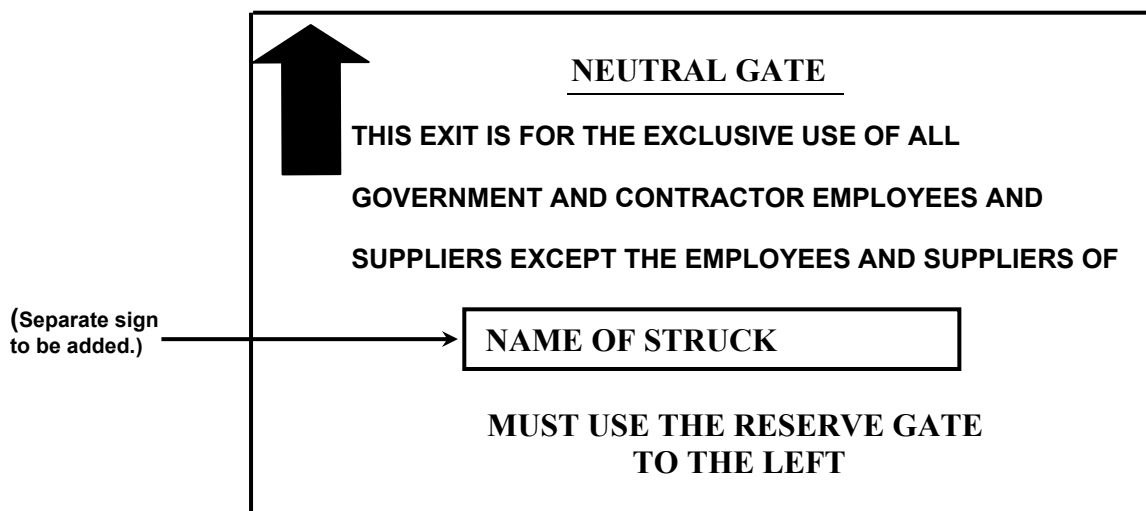
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E-3. Reserve Gate Exit Sign

E-4. Neutral Gate Exit Sign



Reserve Gate Exit Sign



Neutral Gate Exit Sign

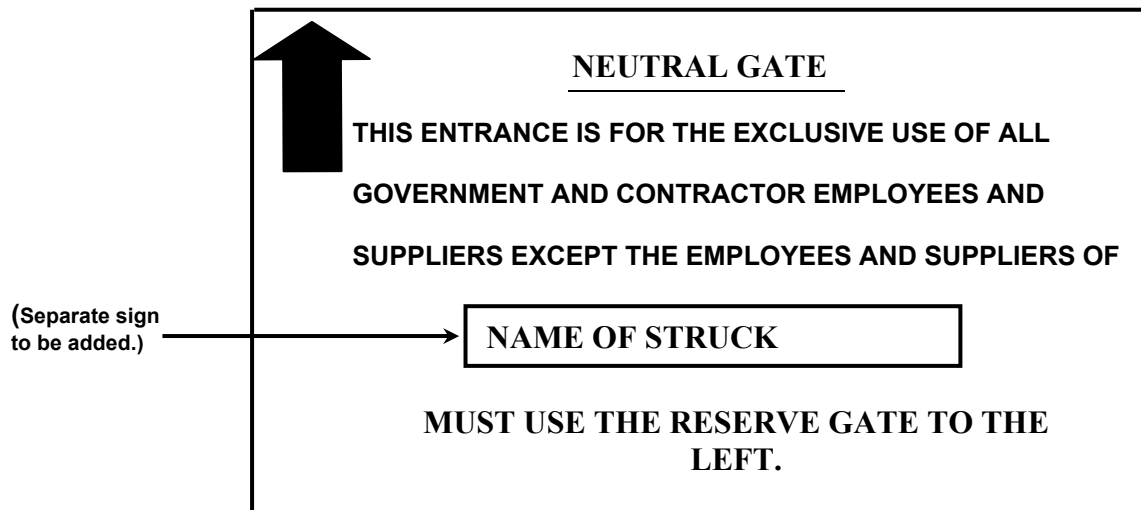
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E-5. Reserve Gate Entrance Sign

E-6. Neutral Gate Entrance Sign



Reserve Gate Entrance Sign

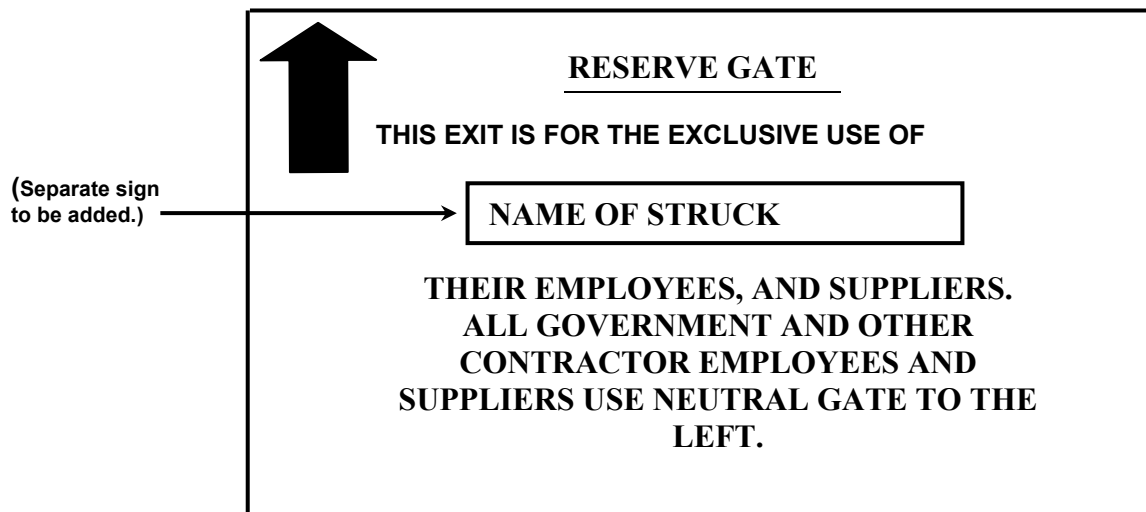


Neutral Gate Entrance Sign

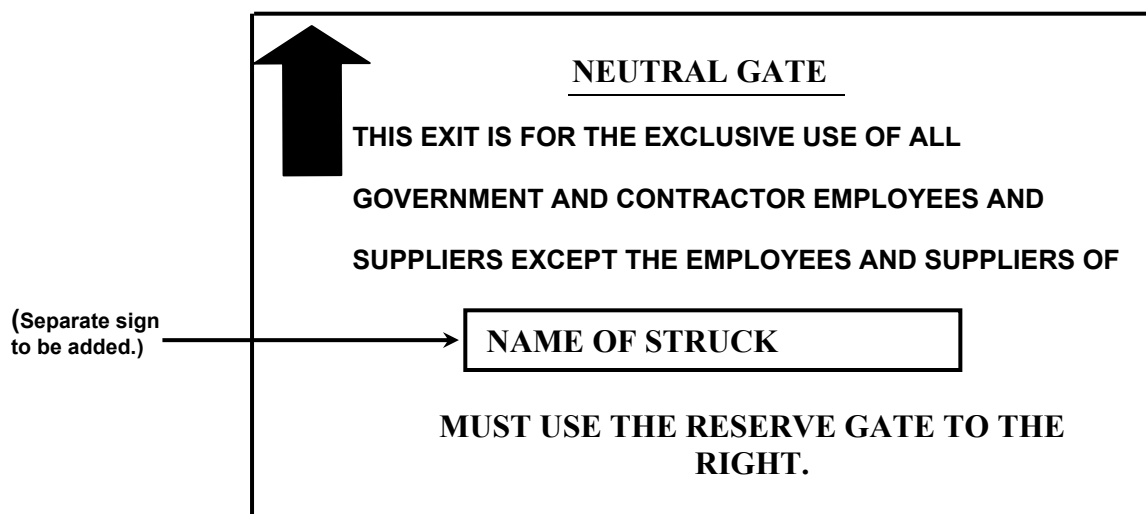
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	<i>Number</i>	<i>Rev.</i>
	Effective Date: September 30, 2008	
	Expiration Date: September 30, 2013	
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SUBJECT: Reserve/Neutral Gate Procedures		

E-7. Reserve Gate Exit Sign

E-8. Neutral Gate Exit Sign



Reserve Gate Exit Sign



Neutral Gate Exit Sign